

LEADERSHIP DUTIES

Duties of the Board of Directors

Universal Duties:

- Participating in all meetings of the Board of Directors;
- Participating in the decision-making process to fulfill mission and goals of the Chapter;
- Contributing to Board agendas, especially related to issues/concerns of the membership;
- Supporting and participating in NASW-GA activities at the state & local levels;
- Recruiting and retaining members;
- Identifying potential leadership candidates and communicating suggestions to the President/CCNLI/staff.
- Conducting the business of the Chapter in accordance with National and Chapter bylaws, policies and procedures;
- Communicating Board policies and decisions to membership;
- Serving on committees as requested by the President;
- Preparing for meetings and understanding issues needing action at meetings;
- Representing the Chapter and profession as needed; and
- Communicating with the President and staff and being available for consultation.

President:

Term: 2 years (3 year commitment: year one as President-elect; years 2 and 3 as President).

Duties:

- Presiding officer of the Board of Directors and Executive Committee;
- Serving as an Ex-officio member of all committees;
- Representing the Board of Directors between its meetings;
- Communicating all important interim actions to the Board of Directors;
- Appointing all committee, task force, unit and other leadership positions in consultation with the Board of Directors,
- Participating in the Annual Leadership Meeting as appropriate; and
- Serving as the first delegate/President of the Georgia Delegation to the Delegate Assembly.

President-elect:

Term: 1 year (3 year commitment: see above)

Duties:

- Serving as a member of the Executive Committee;
- Chairing one standing committee as requested by the President;
- Serving on Annual Conference Planning and Finance Committees;
- Collaborating with the President and Executive Director to assure an orderly transition,
- Serving as the second delegate of the Georgia Delegation to the Delegate Assembly; and
- Attending the Annual Leadership Meeting as appropriate.

Vice President

Term: 2 years

Duties:

- Fulfilling the duties of the President in the event of absence or disability;
- Assuming the Presidency upon the President's resignation or inability to discharge the responsibilities of the office;
- Chairing/serving on at least one Committee as requested;
- Assuming other duties as assigned by the President, and
- Serving on the Executive Committee.

LEADERSHIP DUTIES

Duties of the Board of Directors

Secretary:

Term: 2 years

Duties:

- Recording and disseminating the official minutes of Board of Directors and Executive Committee meetings;
- Overseeing all non-fiscal records of the Chapter; and
- Assuring compliance to all standards for elections by announcing candidates to the membership at least 30 days in advance of an election, announcing election results and co-validating election results at the request of the Chair of the Chapter Committee on Nominations and Leadership Identification, and
- Serving on the Executive Committee.

Treasurer:

Term: 2 years

Duties:

- Chairing the Finance Committee;
- Monitoring the development of Chapter fiscal policies and plans;
- Overseeing the fiscal management of the Chapter;
- Assuring quarterly financial statements are provided to the Board of Directors;
- Managing the preparation and submission of the unit budgets, and
- Serving on the Executive Committee.

Member-at-Large:

Term: 2 years

Duties:

- Serving on the Membership or other Committee at the request of the President.

Undergraduate & Graduate Student Representatives:

Term: 1 year

Duties:

- Serving on the Student Lobby Day Committee

Unit Representative:

Term: 2 years

Duties:

- Implementing National and Chapter program objectives on the unit level;
- Communicating Board proceedings and decisions to unit membership;
- Assuring management of unit budget and maintenance of fiscal records of unit;
- Providing unit representation on Chapter committees as requested by the Board;
- Assuring the timely submission of written reports of unit accomplishments toward meeting program objectives for meetings of the Board of Directors and the Chapter newsletter;
- Assuring the maintenance of non-fiscal records of the unit;
- Attending Unit meetings.
- Overseeing the unit's annual and long range program planning process as part of Chapter planning process; and
- Assuring the Continuing Education records are submitted to the Chapter office as required.

LEADERSHIP DUTIES

Duties of Delegates to the Delegate Assembly

Delegates to Delegate Assembly:

Term: 3 years

Duties:

- Preparing for and participating in the Delegate Assembly;
- Understanding the NASW decision-making structure;
- Understanding the Delegate Assembly processes;
- Obtaining knowledge about the issues and concerns of the Georgia membership;
- Representing Chapter and profession as appropriate;
- Participating in NASW-GA activities at the state and local levels;
- Participating in orientation and Southeastern Coalition meetings; and
- Attending meeting of the Board of Directors.

Duties of the Chapter Committee on Nominations and Leadership Identification (CCNLI)

Chair:

Term: 2 years

Duties:

- Presiding over all CCNLI meetings;
- Overseeing the process of selecting candidates for elective leadership positions and Chapter awards;
- Assuring the Chapter compliance to the Standards for Elections;
- Facilitating communication among CCNLI members;
- Understanding applicable Chapter and National procedures and rules, particularly Chapter bylaws and affirmative action goals/requirements;
- Reporting CCNLI activities/issues to the Board of Directors;
- Developing and implementing programs to identify leadership within the Chapter; and
- Attending meetings of the Board of Directors.

Member, CCNLI:

Term: 2 years

Duties:

- Participating in all CCNLI meetings;
- Recruiting GA members for Chapter and National leadership positions;
- Understanding applicable Chapter and National procedures and rules;
- Recommending improvements in the committee functioning to the Chair/staff; and
- Participating in the development and implementation of programs to identify leadership within the Chapter.

LEADERSHIP DUTIES

Duties of the Board of Directors

Universal Duties:

- Participating in all meetings of the Board of Directors;
- Participating in the decision-making process to fulfill mission and goals of the Chapter;
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- Supporting and participating in NASW-GA activities at the state & local levels;
- Recruiting and retaining members;
- Identifying potential leadership candidates and communicating suggestions to the President/CCNLI/staff.
- Conducting the business of the Chapter in accordance with National and Chapter bylaws, policies and procedures;
- Communicating Board policies and decisions to membership;
- Serving on committees as requested by the President;
- Preparing for meetings and understanding issues needing action at meetings;
- Representing the Chapter and profession as needed; and
- Communicating with the President and staff and being available for consultation.

President:

Term: 2 years (3 year commitment: year one as President-elect; years 2 and 3 as President).

Duties:

- Presiding officer of the Board of Directors and Executive Committee;
- Serving as an Ex-officio member of all committees;
- Representing the Board of Directors between its meetings;
- Communicating all important interim actions to the Board of Directors;
- Appointing all committee, task force, unit and other leadership positions in consultation with the Board of Directors,
- Participating in the Annual Leadership Meeting as appropriate; and
- Serving as the first delegate/President of the Georgia Delegation to the Delegate Assembly.

President-elect:

Term: 1 year (3 year commitment: see above)

Duties:

- Serving as a member of the Executive Committee;
- Chairing one standing committee as requested by the President;
- Serving on Annual Conference Planning and Finance Committees;
- Collaborating with the President and Executive Director to assure an orderly transition,
- Serving as the second delegate of the Georgia Delegation to the Delegate Assembly; and
- Attending the Annual Leadership Meeting as appropriate.

Vice President

Term: 2 years

Duties:

- Fulfilling the duties of the President in the event of absence or disability;
- Assuming the Presidency upon the President's resignation or inability to discharge the responsibilities of the office;
- Chairing/serving on at least one Committee as requested;
- Assuming other duties as assigned by the President, and
- Serving on the Executive Committee.

LEADERSHIP DUTIES

Duties of the Board of Directors

Secretary:

Term: 2 years

Duties:

- Recording and disseminating the official minutes of Board of Directors and Executive Committee meetings;
- Overseeing all non-fiscal records of the Chapter; and
- Assuring compliance to all standards for elections by announcing candidates to the membership at least 30 days in advance of an election, announcing election results and co-validating election results at the request of the Chair of the Chapter Committee on Nominations and Leadership Identification, and
- Serving on the Executive Committee.

Treasurer:

Term: 2 years

Duties:

- Chairing the Finance Committee;
- Monitoring the development of Chapter fiscal policies and plans;
- Overseeing the fiscal management of the Chapter;
- Assuring quarterly financial statements are provided to the Board of Directors;
- Managing the preparation and submission of the unit budgets, and
- Serving on the Executive Committee.

Member-at-Large:

Term: 2 years

Duties:

- Serving on the Membership or other Committee at the request of the President.

Undergraduate & Graduate Student Representatives:

Term: 1 year

Duties:

- Serving on the Student Lobby Day Committee

Unit Representative:

Term: 2 years

Duties:

- Implementing National and Chapter program objectives on the unit level;
- Communicating Board proceedings and decisions to unit membership;
- Assuring management of unit budget and maintenance of fiscal records of unit;
- Providing unit representation on Chapter committees as requested by the Board;
- Assuring the timely submission of written reports of unit accomplishments toward meeting program objectives for meetings of the Board of Directors and the Chapter newsletter;
- Assuring the maintenance of non-fiscal records of the unit;
- Attending Unit meetings.
- Overseeing the unit's annual and long range program planning process as part of Chapter planning process; and
- Assuring the Continuing Education records are submitted to the Chapter office as required.

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- Representing Chapter and profession as appropriate;
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Chair:

Term: 2 years

Duties:

- Presiding over all CCNLI meetings;
- Overseeing the process of selecting candidates for elective leadership positions and Chapter awards;
- Assuring the Chapter compliance to the Standards for Elections;
- Facilitating communication among CCNLI members;
- Understanding applicable Chapter and National procedures and rules, particularly Chapter bylaws and affirmative action goals/requirements;
- Reporting CCNLI activities/issues to the Board of Directors;
- Developing and implementing programs to identify leadership within the Chapter; and
- Attending meetings of the Board of Directors.

Member, CCNLI:

Term: 2 years

Duties:

- Participating in all CCNLI meetings;
- Recruiting GA members for Chapter and National leadership positions;
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President-elect:

Term: 1 year (3 year commitment: see above)

Duties:

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